

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 12 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/24/2014		2. CONTRACT NO. (If any) EP-C-12-054		6. SHIP TO:	
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. PR-OW-14-00719		a. NAME OF CONSIGNEE AWPD-WB	
5. ISSUING OFFICE (Address correspondence to) (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-WB 1200 PENNSYLVANIA AVE., NW MC-4503-T	
				c. CITY WASHINGTON	e. ZIP CODE 20460
7. TO: DEBORAH ELLISON				f. SHIP VIA	
a. NAME OF CONTRACTOR R T I International				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS PO BOX 12194 (b)(4)				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY RESEARCH TRIANGLE PARK		e. STATE NC	f. ZIP CODE 277092194		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE CPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TECHNICAL SUPPORT FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN AUTOMATED TOOL FOR GEOREFERENCING TO THE NHDPLUS CATCHMENTS TOPO: Wendy Reid Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$109,507.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$109,507.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

09/25/2014

ELECTRONIC SIGNATURE

23. NAME (Typed)
Noelle Mills
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/24/2014	CONTRACT NO. EP-C-12-054	ORDER NO. 0007
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268</p> <p>Accounting Info: 14-15-B-87FN-202BD4X22-2505-LFTD0000-1487NE4 017-001 BFY: 14 EFY: 15 Fund: B Budget Org: 87FN Program (PRC): 202BD4X22 Budget (BOC): 2505 Job #: LFTD0000 DCN - Line ID: 1487NE4017-001 Period of Performance: 09/25/2014 to 08/08/2015</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Technical Support For The Development And Implementation of an Automated Tool For Georeferencing to The NHDPLUS Catchments" This task order award is a result of RFP PR-OW-14-00493. Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Completion Form</p> <p>The obligated amount of award: \$109,507.00. The total for this award is shown in box 17(i).</p>				109,507.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$109,507.00

B-1 LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE

(a) The estimated cost of this task order is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is \$109,507.

B-2 LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 8/08/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

	<u>Estimated Cost</u>	<u>Fixed Fee</u>	<u>Cost Plus Fixed Fee</u>
Initial Award	(b)(4)	(b)(4)	\$109,507.00
Total Funded			\$109,507.00
Total Task Order			\$109,507.00
Balance Unfunded	\$0.00	\$0.00	\$0.00

F-1 LOCAL CLAUSES EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this task order shall be from 09/24/2014 through 08/08/2015 exclusive of all required reports.

G-1 LOCAL CLAUSES EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this task order are as follows:

TOCOR

Wendy Reid
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 4503T
Washington, DC 20460
Reid.wendy@Epa.gov
Phone: 202-566-1705

Alternate TOCOR

Dwane Young
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 4503T
Washington, DC 20460
Young.dwane@Epa.gov
Phone: 202-566-1214

Contracting Officials responsible for administering this contract are as follows:

Noelle Mills*
USEPA
26 West Martin Luther King Drive
Mail Code: NWD1
Cincinnati, OH 45268
Mills.noelle@Epa.gov
Phone: 513-487-2171

Erin Ridder*
USEPA
26 West Martin Luther King Drive
Mail Code: NWD1
Cincinnati, OH 45268
ridder.erin@epa.gov
Phone: 513-487-2155

* Primary means of communication is FedConnect

SECTION J - List of Documents, Exhibits and Other Attachments

Attachment Number	Attachment Title	Date	Number of Pages	Cross Reference Materials	Document Version
1	PWS	09/24/2014	10		BASE
2	COR appointment letter	09/25/2014	6		BASE
3	Alt COR appointment letter	09/25/2014	6		BASE

**PERFORMANCE WORK STATEMENT
TSAWP IDIQ MULTIPLE-AWARD CONTRACT
EP-C-12-054 TO 0007**

**TECHNICAL SUPPORT FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN
AUTOMATED TOOL FOR GEOREFERENCING TO THE NHDPLUS CATCHMENTS**

A. BACKGROUND:

The contractor shall provide support to the EPA Task Order Contracting Officer Representative (TOCOR) by providing technical assistance in association with geospatial activities for ATTAINS (Assessment TMDL (Total Maximum Daily Load) Tracking and Implementation System). ATTAINS contains state-provided information on the water quality assessment decisions (attribute data) of state Assessment Units, and references the geospatial location of those Assessment Units.

EPA is transitioning how it uses and tracks geospatial data related to the Clean Water Act (CWA) 305(b)/303(d) Integrated Reporting process from referencing the linear and waterbody features of the National Hydrography Dataset Plus (NHDPlus) to using the small drainage areas related to individual features. These small drainage areas are called NHDPlus catchments.

A Georeferencing Pilot (GeoPilot) project was undertaken that resulted in a desktop prototype catchment-based indexing process for taking state Assessment Unit features-- including linear (e.g., streams), waterbody (e.g., lakes), and watershed area (e.g., Hydrologic Unit Code [HUC] based) features--and referencing them to catchments.

EPA is transitioning to using catchment-based indexing results for tracking progress of water quality as part of Strategic Measures. New Strategic Measures that utilize catchments include the new 303(d) program measures: WQ-27 and WQ-28, which go into effect in FY2015. In addition, catchment-based indexing measures are being discussed as potential replacements to SP-10 and SP-11 in the future.

The technical assistance under this task order involves designing, building, testing and delivering a production process and tools, as well as evaluating the process by processing data as requested by the TOCOR. The contractor shall follow an iterative process for developing, refining and testing the process and tools as requested by the TOCOR.

Individual tasks will support the following types of actions:

- Participating in discussions with EPA and outside groups as requested by EPA
- Drafting recommendations for TOCOR review
- Providing technical expertise
- Communicating on progress
- Using provided materials regarding requirements and modifying as necessary
- Designing, building, and testing a system for georeferencing data to catchments in a mostly-automated production environment (manual pre-processing and post-processing steps will still be necessary for preparing the data for automated processing, manually georeferencing assessment units that are unable to be processed automatically, and quality assurance and control)
- Evaluating the system by georeferencing historical water quality assessment decision data to catchments using the newly developed automated approach as directed by the TOCOR
- Preparing materials for transition of the process to Operations and Maintenance (O&M)

- Training EPA staff and other invitees on the new process and tools

Technical Direction may come from the EPA Task Order Contracting Officer Representative (TOCOR), Alternate TOCOR if the TOCOR is on leave or travel, the Project Officer (PO), or the Contracting Officer (CO). Team members may engage in technical communications, but may not issue technical direction to the contractor.

B. TASKS

Task 1 – Project Plan/Task Order Management

1.1 The contractor shall manage projects in accordance with the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) or Projects In Controlled Environments Version 2.0 (PRINCE2). The contractor shall develop artifacts for tracking issues and requirements.

Under this project, there will be regular communication between EPA team members and contractor staff. This communication shall be in the form of biweekly team meetings during which time the staff will review the status of work. Should any discussions need to occur over issues or concerns that have been raised to the TOCOR, he/she will determine if these issues or concerns should be discussed at the team level or with the contractor project manager. The contractor shall develop a project plan that will guide all of the activities for this project. In addition to the project plan, the contractor shall develop a Work Breakdown Structure (WBS) and a baseline schedule that specifies when the contractor expects to start work on specific deliverables, and expected completion dates. The contractor will maintain and update this schedule as needed. Any changes to the schedule must be approved by the TOCOR before they can be finalized.

Financial and progress reports shall also be provide per the requirements of the contract.

This work can begin prior to the approval of the QAPP.

Task 2 – Quality Assurance/ Quality Control

2.1 The contractor shall adhere to the Contract-level Quality Management Plan (QMP) in performing the scope of requested services in this task order

In addition to adhering to the QMP, EPA has determined a Quality Assurance Project Plan (QAPP) will be required for this task order. The QAPP shall contain references to the appropriate sections of the contract level QMP, as well as include relevant Standard Operating Procedures (SOPs), checklists, or other QA guidance, that will be followed to complete this task order.

Additional QA Documentation Required

All major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the contractor under this Task Order shall include a discussion of the QA/QC activities that were or will be performed to support the deliverable.

The contractor shall immediately notify the EPA TOCOR in writing of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly written reports of QA-related activities performed during implementation of this Task Order (see Section D "Reporting" below). These monthly written QA

reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QMP, SOPs, checklists, or other QA guidance, and corrective actions taken. The contractor may include this as a part of the required monthly financial/technical progress report required by the contract (see Section D “Reporting” below).

This project is an IT system development project, and as such has unique QA requirements. The PWS requires the following QA Reports that will be reviewed by EPA as a mechanism to ensure that the product being delivered meets the requirements specified by EPA:

- a. The contractor shall deliver reports outlining the outcomes of testing as part of the Test Plans described under Tasks 5 and 6
- b. The contractor shall provide the outputs from Integration Testing, ensuring that components all work with one another
- c. The contractor shall provide a running list of issues and potential enhancement requests
- d. The contractor shall provide a written report of any logic and code reviews; and upon TOCOR request, provide the code for EPA review

In addition to this, EPA will conduct periodic code reviews to ensure that the logic being implemented by the contractor meets the requirements of EPA.

Lastly, the contractor shall evaluate the tools using state geospatial data (see Task 8), which will provide further validation that the process is working correctly.

Only tasks 1, 3, and 4 can begin prior to approval of the QAPP. In addition, the development of the Design Documents under Task 5 and 6, can also begin prior to approval of the QAPP. Everything else requires a QAPP that has been approved and signed by EPA QA staff before work can be initiated.

Task 3 – “Kick Off” meeting.

3.1 Prior to beginning work on this task order, the TOCOR shall schedule a kick-off meeting with the contractor to discuss the tasks within this task order, the goals of the task order, and to review the schedule of benchmarks, deliverables, and milestones. The contractor shall plan for one half-day trip for two people to Washington, DC for this kick-off meeting.

This work can begin prior to the approval of the QAPP.

Task 4 – Update Requirements as Necessary

4.1 Several materials have been developed under separate contract efforts and will be provided to the contractor within 30 days of Task Order award as starting references. These materials will include

- Draft Integrated Reporting (IR) Georeferencing Pilot (GeoPilot) Report – which includes background on the GeoPilot project, methods developed and tested, and a technical specification of the catchment-based indexing prototypes. (See Attachment.)
- Software and code for the catchment-based indexing prototypes
- Software and code for the catchment-based indexing review tool
- Draft Requirements for the production catchment-based indexing process and tool

The contractor shall use these provided materials as a starting reference and update the requirements throughout this process as necessary or requested by the TOCOR.

This work can begin prior to the approval of the QAPP.

Task 5 – Catchment-Based Indexing Tool

5.1 The contractor shall design, build and test the catchment-based indexing tool. The contractor shall use an iterative approach, obtain feedback from the TOCOR, and provide example output to ensure understanding and identify issues.

The GeoPilot Prototypes were built for ArcGIS 10.1, using .NET and a Microsoft SQL Server 2012 LocalDB on a Windows 7 virtual machine. The production process should be built in an Open Source environment such as PostgreSQL/PostGIS for the automated geospatial data processing. The contractor shall consult with the TOCOR to determine the software environment and obtain approval prior to designing and building the system. The contractor shall consult with the TOCOR to approve requirements and design for each stage of the software development.

The contractor shall plan for three iterations of the tool. The first iteration should take the existing Prototypes (as described above), migrate them to the new platform and address the issues described in the Draft GeoPilot Report. The second iteration should address issues or other requirements as requested by the TOCOR through technical direction. The third iteration should deliver the final tool.

The Design Document can begin prior to the approval of the QAPP, but the other work under this task requires an approved QAPP before work can begin.

All deliverables shall be delivered in draft format for comments prior to submitting the final deliverables. Only the design document, including the proposed approach, can begin prior to the approval of the QAPP. All other deliverables require an approved QAPP prior to proceeding.

Task 6 – Automated Process Review Tool

6.1 The contractor shall design, build and test a tool for reviewing the results from the catchment-based indexing tool for Quality Assurance and Control (Automated Process Review Tool). The contractor shall use an iterative approach, obtain feedback from the TOCOR, and provide example output to ensure understanding and identify issues.

The contractor shall evaluate options for the software development platform for the Automated Process Review Tool, but these options could include ArcGIS 10.x for the review tool.

The contractor shall consult with the TOCOR to determine the software environment and obtain approval prior to designing and building the system. The contractor shall consult with the TOCOR to approve requirements and design for each stage of the software development.

The contractor should plan for two iterations of the tool. The first iteration should use the review tool from the GeoPilot as a starting point and address issues or other requirements as requested by the TOCOR through technical direction. The second iteration should deliver the final tool.

The Design Document can begin prior to the approval of the QAPP, but the other work under this task requires an approved QAPP before work can begin.

All deliverables shall be delivered in draft format for comments prior to submitting the final deliverables. Only the design document, including the proposed approach, can begin prior to the approval of the QAPP. All other deliverables require an approved QAPP prior to proceeding.

Task 7 – User Guide and System Documentation

7.1 The contractor shall develop a User Guide for both the automated process tool and the automated review tool. In addition to this User Guide, the contractor shall also develop a recommended approach for performing QA on data generated by the automated processing tool. The contractor shall also develop an SOP for how to use the tool, including recommendations for input formats.

The work under this task requires an approved QAPP before work can begin.

All deliverables shall be delivered in draft format for comments prior to submitting the final deliverables.

Task 8 - System and Process Evaluation

8.1 The contractor shall process 25 states from 2 cycles of historical 303(d)/305(b)/Integrated Reporting geospatial data as directed by the TOCOR as a test of the process.

The work under this task requires an approved QAPP before work can begin.

All deliverables shall be delivered in draft format for comments prior to submitting the final deliverables.

Task 9 – Training and Outreach

9.1 The contractor shall provide a one day training session to EPA staff, and other invitees as determined by EPA, on the new process and tools. The contractor shall work with the TOCOR to determine the location for the training, but for planning purposes, the contractor shall plan for the training to occur in Washington, DC, at an EPA facility, and shall plan travel for 1 person.

The work under this task requires an approved QAPP before work can begin.

C. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:

September 25, 2014 – August 8, 2015)

Task # or PWS Section # .	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
1*	Project Plan	Within 30 business days of award

Task # or PWS Section # .	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
1*	Baseline schedule for the project and any updated schedules	Baseline schedule within 30 business days of award and updated schedules within 5 business days of receiving direction from TOCOR
1*	Work Breakdown Structure (WBS) of work at a level of detail suitable for the project size	Within 30 business days of award
1*	Financial and Progress Reports to track project progress and status (per contract requirements)	Monthly
1*	Participate in biweekly project status calls	Once every two weeks as scheduled by the TOCOR
2*	Draft Quality Assurance Project Plan (QAPP) that integrates the contract-level Acceptable Quality Levels (AQLs) from the contract	Within 20 business days of award
2	Final Quality Assurance Project Plan (QAPP) that incorporates EPA feedback	Within 10 business days of receiving comments from the TOCOR
2	Notification that changes are warranted related to QA	Within one business day of occurrence
2	Formal QA/QC Section	To be included in each major deliverable (as defined in Task 2)
2	Written Monthly QA Report	To be included in the Monthly Progress Report (See Section D)
2	Reports outlining the outcomes of testing as part of the Test Plans described under Tasks 5 and 6	Within 5 business days of completion of performing tests
2	Outputs from Integration Testing, ensuring that components all work with one another	Within 5 business days of completion of performing tests
2	Running list of issues and potential enhancement requests	Updated list to be provided at each biweekly status call or within 1 business day upon request from the TOCOR
2	Written report of any logic and code reviews, and upon TOCOR request, provide the code for EPA review	Within 5 business days of completion of the code review, and code to be provided to EPA for review within 2 days of the request from the TOCOR
3*	Kick-off meeting for task order	Within 10 business days of task order award.
4*	Updated requirements as necessary or requested by the TOCOR	Within 5 business days of the request from the TOCOR

Task # or PWS Section # .	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
5*	Design Document for catchment-based indexing tool including the proposed approach	Within 30 business days from receiving direction from the TOCOR to proceed
5	Test Plan for catchment-based indexing tool	Within 30 business days from receiving direction from the TOCOR to proceed
5	Software Code for catchment-based indexing tool	The contractor shall provide all relevant software code (both draft and final) to EPA within 5 business days from the request of the TOCOR. The contractor shall provide the final code to EPA within 10 business days of completion of the final tool.
5	Documentation for final catchment-based indexing tool	Draft documentation shall be delivered within 20 business days of delivery of the final catchment-based tool, with the final document being delivered within 10 business days of receiving comments from the TOCOR.
5	Final catchment-based indexing tool	Final tool shall be delivered no later than February 27, 2015 unless otherwise directed by the TOCOR. Iterations of the software prior to final delivery shall be reported on to the TOCOR during the biweekly meetings, with the first iteration complete within 30 business days of the approval of the design document.
6*	Design Document for Automated Process Review Tool including the proposed approach	Within 30 business days from receiving direction from the TOCOR to proceed
6	Test Plan for Automated Process Review Tool	Within 30 business days from receiving direction from the TOCOR to proceed
6	Software Code for Automated Process Review Tool	The contractor shall provide all relevant software code (both draft and final) to EPA within 5 business days from the request of the TOCOR. The contractor shall provide the final code to EPA within 10 business days of completion of the final tool.
6	Documentation for Final Automated Process Review Tool	Draft documentation shall be delivered within 20 business days of delivery of the final catchment-based tool, with the final document being delivered within 10 business days of receiving comments from the TOCOR.

Task # or PWS Section # .	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
6	Final Automated Process Review Tool	Final tool shall be delivered no later than March 31, 2015 unless otherwise directed by the TOCOR. Iterations of the software prior to final delivery shall be reported on to the TOCOR during the biweekly meetings, with the first iteration complete within 30 business days of the approval of the design document.
7	User Guide for catchment-based indexing tool	Within 30 business days of completion of the final catchment-based indexing tool.
7	User Guide for Automated Process Review Tool	Within 30 business days of completion of the final automated process review tool.
7	SOP for automated indexing process	Within 30 business days of receiving direction from the TOCOR to proceed.
7	Document outlining the recommendations for performing QA	Within 30 business days of receiving direction from the TOCOR to proceed.
8	25 states Integrated Reporting/305(b)/303(d) geospatial data from 2 reporting cycles that have been processed to catchments and QA'd, using the catchment-based indexing tool	Within 30 business days of receiving direction from the TOCOR to proceed. A subset of these data sets will be used during the iterative development process, and the contractor shall report out on the progress and issues encountered during the bi-weekly progress meetings.
8	Summary statistics for the processed data	Within 5 business days of completing the final processing. For data processed during the iterative development process, these statistics will be provided during the bi-weekly progress meetings.
8	List of issues encountered during the process	Within 5 business days of completing the final processing. For data processed during the iterative development process, these issues will be provided during the bi-weekly progress meetings.
9	Provide a one-day training to EPA staff and other invitees on the new tools	Within 15 business days of receiving direction from the TOCOR to schedule and provide the training.

*These tasks may begin work prior to approval of the QAPP.

D. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements. See contract clause F.2, F.3, and J.2 "List of Attachments, Number 2 - Reports of Work".

The contractor shall prepare and furnish each month to the TOCOR a written summary of work performed, and progress towards the schedule of benchmarks, deliverables, and milestones which has been accomplished each month. The contractor shall also include in this item a brief written summary of any challenges encountered in the appropriate month.

In addition, the contractor shall identify and briefly describe in the written monthly report those QA / QC activities which were performed to support implementation of this task order, and furnish a brief written description of: problems encountered, and any deviations were occurred from: the QMP, any existing QAPP, any SOP's, checklists, or other QA guidance, as well as a description of the corrective actions taken.

E. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

F. TRAVEL

All performance, documentation and reporting of Contractor Travel under this Task Order shall be in compliance with contract requirements. Reference Contract Clause H-18.

G. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE

The Contractor shall support the TOCOR in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The Contractor shall furnish certification, in writing, to the TOCOR that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management" (Reference Contract Clause C-1), including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. Reference Contract Clause C-1 (c).

H. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

No single event over \$20,000 is anticipated in connection with this Task Order. The contractor shall immediately notify the EPA Contracting Officer, PO, and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar, or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

I. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 4	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		See Block 16C		PR-OW-15-00299	
5. PROJECT NO. (If applicable)		6. ISSUED BY		7. ADMINISTERED BY (If other than item 6)	
		CPOD		CPOD	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194					
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-C-12-054 0007	
				10B. DATED (SEE ITEM 13)	
				09/24/2014	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$49,979.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.232-20 Limitation of Cost & FAR 52.243-2 Changes
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to 1.) Revise the PWS to make in-scope changes, 2.) Increase the Cost and Fee Ceiling for the Task Order, 3.) Extend the period of performance and 4.) Fully fund the Task Order changes.

TOCOR: Wendy Reid Max Expire Date: 10/30/2015

LIST OF CHANGES:

Reason for Modification : Supplemental Agreement for work within scope

Total Amount for this Modification: \$49,979.00

New Total Amount for this Version: \$159,486.00

New Total Amount for this Award: \$159,486.00

Obligated Amount for this Modification: \$49,979.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Donna Cooper, Senior Contracting Officer		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills	
15B. CONTRACTOR/OFFEROR <u>Donna Cooper</u> (Signature of person authorized to sign)	15C. DATE SIGNED 06-11-15	16B. UNITED STATES OF AMERICA <u>Noelle Mills</u> (Signature of Contracting Officer)	16C. DATE SIGNED 6/11/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-054/0007/001

PAGE

OF

2

4

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$159,486.00 Incremental Funded Amount changed: from \$109,507.00 to \$159,486.00 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$109,507.00 to \$159,486.00 Obligated Amount for this modification: \$49,979.00 Incremental Funded Amount changed from \$109,507.00 to \$159,486.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87FN-202BD4X22-2505-1587NE5004-001 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87FN Program (PRC) 202BD4X22 Budget (BOC) 2505 Job # (Site/Project) LFTD0000 Cost Organization DCN-LineID 1587NE5004-001 Quantity: 0 Amount: \$49,979.00 Percent: 45.64 Subject To Funding: N Payment Address: Delivery Location Code: OW-OWOW-AWPD-WB AWPD-WB US EPA-OW-OWOW-AWPD-WB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/25/2014 to 10/30/2015</p>				

Section B - Supplies or Services/Prices was revised as follows.

1 - Clauses was revised as follows.

Summary of Clause Changes:

Clause, EPA-B-16-102, is incorporated as follows:

Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is 159,486.

Clause, EPA-B-32-101, is incorporated as follows:

Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 10/30/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

See Recap

Section F - Deliveries or Performance was revised as follows.

1 - Clauses was revised as follows.

Summary of Clause Changes:

Clause, EPA-F-12-101, is incorporated as follows:

Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this contract shall be from 09/24/2014 through 10/30/2015 exclusive of all required reports.

EP-C-12-054 Task Order 0007

	<u>Estimated Cost</u>	<u>Fixed Fee</u>	<u>Cost Plus Fixed Fee</u>
Initial Award	(b)(4)	(b)(4)	\$109,507.00
Modification 1			\$49,979.00
Total Funded			\$159,486.00
Total Task Order			\$159,486.00
Balance Unfunded			\$0.00